

Career Preparation Services

Definition: Services aimed at preparing participants for paid or unpaid employment and careers through exposure to and experience with various careers and through teaching such concepts as compliance, attendance, task completion, problem solving, safety, self-determination, and self-advocacy. Services are not job-task oriented, but instead aimed at a generalized result. Services are reflected in the participant's service plan and are directed to habilitation rather than explicit employment objectives. On-site attendance at the licensed facility is not required to receive services that originate from the facility.

Transportation will be provided from the participant's residence to the habilitation site when the service start time is before 12:00 Noon. Transportation will be available from the participant's habilitation site back to their residence when the service start time is after 12:00 Noon. The cost for transportation is included in the rate paid to the provider.

Providers: Services will be provided in or originate from facilities licensed by DSN Boards and providers approved by DDSN.

Arranging for Services: Once the need for the service has been determined, the participant should be given a choice of providers of this service and the offering of choice must be documented. The participant and/or his/her family/guardian should be provided with a listing of enrolled providers. If there is only one available choice then this must be explained to the participant and/or his/her legal guardian and documented.

Prior to requesting Career Preparation Services from the SCDDSN Waiver Administration Division, you must first ensure the service is included on the STS. To make this change proceed to the services menu on the STS (SVMEN). Select **CHGAT** and enter SSN in the Key 1 position. The day service that the participant is receiving will be displayed along with the activity type and how it is currently being funded. Enter the effective date (which is the enrollment date/budget begin date) and change the funding to Waiver ("W").

Once the request is approved, Career Preparation Services can be authorized using the Authorization for Services (**ID/RD Form CP-06**). The **ID/RD Form CP-06** authorizes the Day Program to bill the local DSN Board provider for services rendered.

The participant's Plan must reflect the training to be provided along with the amount and frequency with which it is to be provided. Some examples of the kinds of training provided as Career Preparation Services include training to work for longer periods of time, training to stay on task/attend to task for specified periods of time, training on safety skills, etc. For Career Preparation Services, one unit equals one-half day as indicated by the participant's presence or absence as noted on the AAC roll book.

Monitoring the Services: You must monitor the effectiveness, frequency, duration, benefits, and usefulness of the service along with the participant's/family's satisfaction with the service. Monitoring may be completed with the participant, representative, service providers, or other relevant entities. Information gathered during monitoring may lead to a change in the service, such as an increase/decrease in units authorized, change of provider, change to a more appropriate service, etc. DDSN recommends that the Waiver Case Manager monitors this service when it begins and as changes are made.

Monitoring must be conducted as frequently as necessary in order to ensure:

- the health, safety and well-being of the participant;

- the service adequately addresses the needs of the participant;
- the service is being furnished by the chosen provider in accordance with the authorization, relevant policies and quality expectations;
- the participant/representative is satisfied with their chosen provider/s.

Some items to consider during monitorship include:

- Is the participant satisfied with his/her daily activity?
- What type of training is the participant receiving? Is the participant satisfied with the training?
- Are the training areas consistent with the participant's goal to become prepared for paid or unpaid employment?
- Is the participant making progress in training areas identified by goals and objectives? If not, are goals and objectives reviewed and amended as needed?
- What contract is the participant working on? Is the work consistent with the training objectives?
- Does the participant earn a competitive wage?
- Where does the participant want to work?
- What is the status of competitive employment?
- Is the workshop clean and safe?
- What is the participant's attendance?
- What are the opportunities for choice given to the participant?
- Does the participant feel comfortable with staff?

Reduction, Suspension, or Termination of Services: If services are to be reduced, suspended, or terminated, a written notice must be forwarded to the participant or his/her legal guardian including the details regarding the change(s) in service, allowance for appeal/reconsideration, and a ten (10) calendar day waiting period before proceeding with the reduction, suspension, or termination of the waiver service(s). The general termination form that has been used in the past for all waiver services is no longer used. See **Chapter 9** for specific details and procedures regarding written notification and the appeals process.